What is claimed is:

1. A job guidance and assistance system for guiding and assisting a job of producing a document with using a computer, comprising:

5   a referring record database for memorizing therein a relationship built up between a document to be produced and a reference material, which is referred to for producing the document;

a referring record search means for searching out the
10   relationship between the document to be produced and the reference material, which is memorized in the referring record database; and

a document production record search means for searching out a reference relationship between the document and the reference
15   material.

2. The job guidance and assistance system with using a computer, as described in the claim 1, further comprising a similarity estimation means for executing said building up of the relationship, wherein said estimation means also executes
20   building-up of a relationship upon basis of at least one of comparisons on a word appearing in the document to be produced and the reference document, at a rare frequency thereof, a category of the document to be produced and the reference document, and a referring time or referring frequency to the document to be
25   produced and the reference document.

3. The job guidance and assistance system with using a computer, as described in the claim 1, further comprising a display means for display the relationship thereon.

4. The job guidance and assistance system with using a
30   computer, as described in the claim 2, further comprising a display

means for display the relationship thereon.

5. The job guidance and assistance system with using a computer, as described in the claim 2, wherein said similarity estimation means estimates that the reference material is opened, if the reference material is opened during when the document to be produced is opened.

6. A job guidance and assistance method with using a computer, for guiding and assisting job for producing a document, comprising the following steps of:

accumulating a document to be produced and a reference material, which is referred to for producing the document, into a database, in a hierarchical manner, while establishing a relationship therebetween; and

displaying the hierarchical relationship.

7. The job guidance and assistance method with using a computer, as described in the claim 6, wherein the relationship is built up between the document to be produced and the reference document, by making comparison on at least one of a word appearing in the document to be produced and the reference document, at a rare frequency thereof, a categories of the document to be produced and the reference document, and a referring time or a referring frequency of the document to be produced and the reference document, and it is searchable when producing a document newly or renewing an existing document, upon basis of that relationship built up.

8. The job guidance and assistance method with using a computer, as described in the claim 7, wherein the relationship built up by the word appearing at rate frequency is executed with using a plural number of words, in an order starting from a word, which appears in the document to be produced, at the least.

9. The job guidance and assistance system with using a computer, as described in the claim 2, wherein all of said similarity

estimation means, said refer record search means, and said document production record search means are made of software programs.